

Policy for the Army Acquisition Corps (AAC)
Corps Eligible (CE) Program

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SUMMARY OF CHANGES: The CE Program now requires a Level III Certification in any of the Acquisition Career Fields other than Purchasing. Eligibility is no longer restricted to GS-13 personnel. All Army employees who are not AAC members may apply to the CE Program.

NOTE: The policy for the AAC CE Program is an explanation of WHAT the program entails and the vision of where it is going.

- I. **PURPOSE:** This is a policy that governs the operation and administration of the Army Acquisition Corps (AAC) Corps Eligible (CE) Program, and supersedes AAC Policy Memorandum #96-04 dated Feb 27, 1996 and the amendment to that memorandum dated Jul 18, 1997. It provides general requirements for acceptance to and participation in the CE Program. It also contains modifications to the previously published CE Program policy and the necessary actions to be taken by current CE members who do not meet the new CE Program requirements. Eligibility for the CE Program requires a Level III Certification, in order to ensure that the individual will be eligible to serve in a Critical Acquisition Position (CAP) upon selection.
- II. **EFFECTIVE DATE:** The effective date of this policy is July 10, 1998.
- III. **REFERENCES:** The following references are provided for both the CE Program Policy and the CE Program Procedures:
 - A. AR 690-950, July 1988, Civilian Career Management.
 - B. DOD 5000.52-M, November 1995, Acquisition Career Development Program.
 - C. DODD 5000.52, Defense Acquisition Education, Training, and Career Development Program.
 - D. DA PAM 690-43, August 18, 1989, A Supervisor's Guide to Career Development and Counseling for Career Program Employees.
 - E. DA PAM 690-400, Chapter 4302, June 1, 1993, Total Army Performance Evaluation System (TAPES).
 - F. Memorandum, SARD-ZAC, April 1, 1996, subject: Policy Memorandum No. 96-01, Career Development as a Mission.
 - G. Memorandum, SARD-ZAC, December 20, 1996, subject: Army Acquisition Corps/Workforce Policy Memorandum No. 96-02, Individual Development Plan (IDP) for the Army Acquisition Workforce.
 - H. Memorandum, SARD-ZAC, February 27, 1996, subject: Army Acquisition Corps Policy Memorandum #96-04, Army Acquisition Corps Eligible Program.
 - I. Memorandum, SARD-ZAC, July 18, 1997, subject: Amendment to Army Acquisition Corps (AAC) Policy Memorandum #96-04, Army Acquisition Corps Eligible Program.
 - J. Title 10, United States Code, Chapter 87 Defense Acquisition Workforce, Section 1701-1764, Defense Acquisition Workforce Improvement Act (DAWIA) of 1990.

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- IV. EQUAL EMPLOYMENT OPPORTUNITY (EEO): The Department of the Army (DA) is an Equal Employment Opportunity (EEO) Employer. All qualified applicants are considered for all programs and positions without regard to race, color, sex, national origin, age, religion, physical or mental handicap.
- V. PROGRAM DESCRIPTION:
- A. PROCESS: The Army Acquisition Corps (AAC) Corps Eligible (CE) program is designed to greatly reduce the time needed to determine AAC eligibility for those who are selected for a Critical Acquisition Position (CAP). It is a streamlined way of determining possession of CAP selection requirements and AAC accession requirements by Army personnel. Previously, only employees at the GS-13 level were eligible to apply for the CE Program. Effective immediately, the CE Program is no longer restricted by grade. All Army personnel who are not in a CAP are eligible to apply. Therefore, all personnel who apply for the CE Program and are found to meet CAP/AAC accession requirements, other than grade, can be quickly accessed into the AAC upon selection into a CAP. Army personnel that apply for CE and are found not to meet CAP/AAC accession requirements will be informed by letter of the requirements not yet met. Once those requirements are met, the applicant may reapply by returning documentation verifying that the requirements have been met along with the letter informing them of their previously unfulfilled standards. Regardless of a previously issued letter prior to this policy, all new and resubmitted applicants must meet the current CE Program requirements as outlined herein. Present CE Program members will have 18 months (until 31 December 1999) to comply with current CE requirements (i.e. meet Level III certification requirement). At that time, if they do not meet CE Program requirements as stated in this policy, they will be removed from the program. Issued letters of acceptance to those individuals who meet CE Program requirements will be the method of validation of their CE membership.
- B. PROGRAM: The CE Program provides opportunities to prepare its members for CAPs. The CEs will be afforded several competitive and non-competitive career-enhancing opportunities. The most prestigious of these is the opportunity to apply for the Army Competitive Development Group (CDG) Program. The exact eligibility requirements, application procedures and description of the CDG program are found in a separate policy and annual announcement. Other CE training opportunities include specific Defense Acquisition University (DAU) courses; management, leadership and ethics seminars; and potential access to the Army Acquisition Tuition Assistance Program (ATAP) graduate degree pursuits. However, some of these opportunities are reserved for CE members only who are serving in Army Acquisition Workforce (AAW) positions.
- VI. OBJECTIVE: The objectives of the CE Program are: to identify Army personnel that meet minimum CAP and AAC accession standards; to provide career development opportunities to CE members in preparation for assuming senior leadership positions; to streamline the AAC accession process; and to identify an applicant pool for specific AAC position announcements and centralized boards.
- VII. ELIGIBILITY: CE Program applicants must meet the minimum CAP requirements and applicable AAC accession standards, other than grade. CE Program requirements are detailed in Figure 1 below.

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Corps Eligible Program Membership Requirements

In order to become a member of the Army Acquisition Corps (AAC) Corps Eligible (CE) Program, civilians must (Reference: DAWIA Chapter 87, 10 U.S. Code, Section 1732(b) *Eligibility Requirements*):

- ◆ Be an Army civilian employee;
- ◆ Have four years of acquisition experience;
- ◆ Possess a baccalaureate degree from an accredited educational institution;
- ◆ Have completed Level III training in an acquisition career field and met all the requirements for Level III certification in that field (other than Purchasing*); and
- ◆ **Either**
 - ⇒ Possess at least 24 semester credit hours from an accredited institution of higher education, from among the following disciplines: Accounting, Business, Finance, Contracts, Economics, Industrial Management, Law, Marketing, Organization Management, Purchasing, and Quantitative Methods
 - or**
 - ⇒ Possess at least 24 semester credit hours in your acquisition career field, from an accredited institution of higher learning, and 12 semester credit hours from among the disciplines listed above.

Exceptions to Corps Eligible Program Education Requirements

Listed below are exceptions to the requirements for CE. Civilians may become members of the CE Program if any of these conditions are met:

- ◆ If the individual had at least ten years of acquisition experience as of October 1, 1991, the above education requirements do not apply. (*This exception applies to the education requirements only, i.e., the college degree requirement and the 24/12 business semester hour requirements.*)
- or:**
- ◆ The individual meets all three of the following conditions:
 - ⇒ was serving in an acquisition position on October 1, 1991;
 - ⇒ had less than ten years in an acquisition position as of October 1, 1991;
 - and
 - ⇒ has 24 semester credit hours in the above listed disciplines;
[A combinations of college credit courses and approved equivalency examinations totaling 24 semester hours may be used, but there is no alternative to the requirement that the 24 hours all be in the stated business-related disciplines.]

*Purchasing is excluded as applicable because no CAPs exist in this career field.

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Figure 1 - Corps Eligible Program Membership Requirements

- VIII. PROGRAM COMPLETION: The CE Program is designed to greatly reduce the time needed to determine AAC eligibility for those who are selected for a Critical Acquisition Position (CAP). It is a streamlined way of determining possession of CAP and AAC accession requirements for Army personnel. Successful completion of the CE Program entails selection to the Competitive Development Group (CDG) Program, or promotion to a CAP, both of which will result in greater opportunities for the member and eventual accession into the AAC.
- IX. APPLICATION PROCEDURES: CE Program application procedures can be found on the AAC Home Page at <<http://dacm.sarda.army.mil>>. The CE Program is an open announcement in which applications are accepted continuously.